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Bulletin Number	37431BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Treasurer and Tax Collector
Position Title	PRINCIPAL NETWORK SYSTEMS ADMINISTRATOR
Exam Number	B2561B
Filing Type	Standard
Filing Start Date	06/09/2014
Filing End Date	06/23/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7098.18
Salary Maximum	9310.00
Special Salary Information	The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of mitigation and/or parking. In addition, the mitigation Commuter Center provides schedules for bus and rail transportation as well as information on joining carpools or vanpools.
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Positions allocable to this class provide technical leadership for the comprehensive support of complex network and server operating system environments. Incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. This position functions as a lead for complex network systems administration projects and may supervise lower level Network Systems Administrators and other technical staff.
Essential Job Functions	<ul style="list-style-type: none"> • Leads the development, implementation and support of new and existing file transfers using specialized Managed File Transfer software such as GlobalSCAPE. • Coordinates and works with vendors to develop and implement solutions to specific problems or to meet specific objectives. • Plans the deployment of hardware and software upgrades for network servers, gateways, and associated telecommunication devices. • Analyzes network resource utilization, and solves the more complex system configuration and performance problems. • Leads, participates in the work, and supervises a team of Network Systems Administrators and other technical staff who perform network and server administration functions, including designing, configuring, installing, repairing, maintaining, and upgrading hardware, and operating systems; as well as testing and optimizing complex network software and physical infrastructure. • Leads the selection, development, and implementation process for network backup and recovery solutions. • Analyzes and resolves the more complex network and operational problems.

	<ul style="list-style-type: none"> • Analyzes proposed procedures for network management, including resource allocation of centralized, decentralized and remote network services. • Identifies and recommends appropriate changes to network infrastructure to improve performance, reliability and availability. • Designs and implements network security solutions, including system network access lists and host intrusion and prevention systems along with policy elements such as end user roles and groups, trust relationships, access rights, and directories.
Requirements	<p><u>SELECTION REQUIREMENTS:</u></p> <p>Two years experience within the last five years at the level of Senior Network Systems Administrator*</p>
Physical Class	<p>Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.</p>
License(s) Required	<p>A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.</p>
Special Requirement Information	<p>*Experience as a Senior Network Systems Administrator is gained by providing comprehensive support of complex network and server operating system environments.</p>
Examination Content	<p>This examination will consist of two (2) parts:</p> <p><u>Part I (50%):</u> <u>Structured Oral Interview</u> will assess technical knowledge and abilities; abilities to solve complex problems; decision making and analytical abilities; communication and interpersonal relationships; adaptability, dependability, and ethics; and leadership abilities.</p> <p>Candidates must achieve a minimum passing score of 70% on Part I in order to advance to Part II of the examination.</p> <p><u>Part II (50%):</u> <u>Appraisal of Promotability</u> will assess technical knowledge and abilities; abilities to solve complex problems; decision making and analytical abilities; communication and interpersonal relationships; adaptability, dependability, and ethics; and leadership abilities.</p> <p>Candidates must achieve a minimum passing score of 70% or higher in order to be placed on the eligible list.</p>
Special Information	<p>BACKGROUND INFORMATION: Successful applicants will be required to complete a thorough background investigation, including a Live scan fingerprint search, prior to appointment. Examples of disqualifying factors are any felony convictions or conviction of a misdemeanor involving moral turpitude and job-related misdemeanor convictions.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies at the Department of Treasurer and Tax Collector, located at 222 North Grand Avenue, Los Angeles, CA 90012.</p>
Eligibility Information	<p>The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of (12) months following the date of promulgation.</p>
Available Shift	<p>Any</p>
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application. Credit will only be given for out-of-class experience to meet the selection requirements only.</p>

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

**Application and
Filing
Information**

Online Filing Only:

Applications must be filed online only. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person. Candidates must upload any supporting documents such as degrees, transcripts, and certificates, during the application submission process.

All information is subject to verification. We may reject your application at any time during the examination process.

The acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned. **Failure to provide the complete information may impact assessment of your qualifications and acceptance into the examination process.**

Applicants must submit their applications and all supporting documents by 5:00 PM, PST, on the last day of filing. **Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.**

Note: If you are unable to attach required documents, you may fax them to (213) 217-4931 or email them to tchr@ttc.lacounty.gov, by the end of the filing period. Please include your name, exam number, and title. Documents submitted after the end of the filing period will not be considered as part of your application submission.

Social Security Number: All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

Computer and internet access at Public Libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at local public libraries throughout Los Angeles County.

No sharing of user ID and password: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's official application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under "Some helpful links" section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Department Contact Name	Ming Ou
Department Contact Phone	(213) 893-0054
Department Contact Email	ttchr@ttc.lacounty.gov
ADA Coordinator Phone	(213) 974-2178
California Relay Services Phone	(800) 735-2922
Job Field	Information Technology
Job Type	Professional

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